

## Vacancy Announcement

Trinamul Unnayan Sangstha (TUS), a local NGO in Khagrachari, invites applications from permanent residents of the CHT for the following position below, under the Astha Project from 01 October 2023 to 31 March 2026 supported by the Rupantar and funded by the Swiss Agency for Development and Cooperation (SDC)/Switzerland Government in Khagrachari Hill District.

**Name of the post:** Field Officer (02 positions).

**Grade/Level:** B2

**Contract Type:** Fixed Contract (Project Duration)

**Job Location:** Head Office, TUS

**Report to:** District Coordinator, Ashta, TUS

**Salary and Benefits:** As per the budget line of the approved project.

**Project Duration:** 1<sup>st</sup> October 2023 to 31<sup>st</sup> March 2026.

**Requirement of Experience:** A minimum of 5 years of relevant experience and the candidate must be capable of handling field monitoring and reporting affairs independently.

**Educational Qualification:** Master's degree in Statistics, Sociology, Social Work, Social Welfare, Anthropology, Development Studies, History and other relevant subjects from any recognized University.

**Other competencies and Skills:**

1. Computer skills in MS Word, Excel, PowerPoint and Internet Utilities.
2. Excellent interpersonal communication skills and ability to work independently and as part of a team.
3. Knowledge and experience in working with Local Government Institutions and line departments.
4. Willing to work with a very remote community and having a working knowledge of CHT local languages.
5. Previous work experience with TUS is considered as special competency.

**Overall Responsibilities:**

The Field Officer will be responsible for;

1. Work under close guidance/supervision of the District Coordinator/Executive Director for coordination of the project.
2. Organize and conduct regular meetings, workshops, consultations, trainings and other project events with targeted stakeholders in Khagrachari Hill District. Coordinate with project team members, partners, and stakeholders to ensure effective execution of field activities.
3. Ensure the implementation of project activities at the field level with adherence to project objectives, timelines, and quality standards. Ensure compliance with organizational policies, procedures, and regulations.
4. Establish and maintain relationships with project stakeholders, including government agencies, community leaders, NGOs, political actors, elected representatives, youth and civic groups to ensure their support and active participation in project implementation.
5. Conduct the process of developing various forums, platforms or committees at the field level under the project. Ensure the involvement of beneficiaries or members in the forum as prescribed.

6. Maintain regular communication with project key beneficiaries including youth groups, civic groups, women and marginalized groups. Collect relevant data, incident reports and updates about the contextual issues.
7. Maintain proper documentation and records of field activities, including photos, beneficiary profiles, and success stories. Contribute to the preparation of event reports, and other deliverables.
8. Support the implementation of monitoring and evaluation plans, including data collection, verification, and analysis.
9. Ensure delivery of accurate financial records and supporting documentation for maintaining financial records against the particular activities.
10. Identify potential risks and challenges in project implementation and propose mitigation strategies. Report any incidents, issues, or concerns related to field operations promptly to the project management team.
11. Ensure the effective implementation of courtyard meetings and awareness campaigns with maintaining coordination with the relevant stakeholders and beneficiaries from the grassroots community.
12. Spend 80 % of his/her working time in the field and 20% at the TUS office.
13. Produce regular activity reports and other periodic reports mentioning the progress update to meet the timely requirement of project management as well as govt. administration.
14. Prepare monthly/annual work plans and produce regular activity reports on a monthly, quarterly, and annual basis and produce success stories/case studies and submit to the District Coordinator.
15. Implement any official decisions taken by the concerned authority from time to time.

To apply for the above position, please send your CV using the **TUS Application form for Employment** (prescribe form) including other documents such as PP size photographs, academic certificates, national ID card, certificate of the Circle Chief and address to **Convener, Recruitment Committee, Trinamul Unnayan Sangstha, Marma Sangsad Building, Pankhaiyapara, Khagrachari Sadar, Khagrachari Hill District-4400 or email: tusrecruitment@gmail.com by 21 September 2023 on 5.00 PM**. The candidate is requested to mention the position applied for on the envelope.

A shortlist will be announced on **22 September 2023 at 4.30 PM** on the TUS Notice Board, head office and TUS website ([www.trinamulchtbd.org](http://www.trinamulchtbd.org)). Only the short-listed candidates will be invited to attend the **written/viva voce test at 10:00 AM on 23 September 2023**. TUS does not pay any TA/DA for attending the interview sessions.

**Women and person with disability will be given priority.**

**Note:** Any candidate who tries to intervene with or influence the recruitment process will be automatically disqualified from consideration. The authority reserves all sorts of rights to make decisions or changes in regard to the recruitment process.



Convener  
Recruitment Committee  
Trinamul Unnayan Sangstha.